

**DEPARTMENT OF HEALTH AND HUMAN SERVICE
INDIAN HEALTH SERVICE
PHS INDIAN HOSPITAL
P.O. Box 860
WHITERIVER, ARIZONA 85941**

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~ Announcement Opening Date: March 15, 2005 Personnel: \_\_\_\_\_ Date: \_\_\_\_\_  
No: WRSU-05-027 Closing Date: March 28, 2005  
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POSITION/SERIES/GRADE SALARY:

Contract Specialist

GS-1102-11, \$50,541.00 - \$65,704.00 per annum

LOCATION/DUTY STATION:

Whiteriver Service Unit

Whiteriver Indian Hospital

Whiteriver, Arizona
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**TYPE/NUMBER/ OF POSITIONS:**

**CONDITIONS OF EMPLOYMENT:**

**AREA OF CONSIDERATION:**

1 Number of Positions:

X Full-time

X Permanent

\_\_\_\_\_ Intermittent

IHS WIDE  
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SUPERVISORY/MANAGEMENT

PROMOTION POTENTIAL:

X No

X No
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**HOUSING:**

**TRAVEL EXPENSE:**

X Government housing may be available

X Yes, may be paid in accordance  
with Federal Travel Regulations.  
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Brief Description of Duties: The position serves as the Contract Specialist Management Coordinator for the Whiteriver Service Unit. The incumbent will perform all phases of government contracting as directed and approved by the Phoenix Area Office which may include acquisition and contract planning, all pre-contract activities, advertise and solicitation of bids and proposals, evaluation, cost analysis and selection of proposed contractors for award contract administration, audits and contract close-outs. Technical oversight and supervision is under the Division of Acquisition Management, Phoenix Area IHS. Advises and assists program personnel in the development of Request for Contract, including participation in writing of statements of work, developing technical evaluations for program needs. Determines methods of contracting, type of contract most suitable for the particular contract and suitability of technical evaluation criteria. Performs cost and price analysis for contract subjects to the approval of the Phoenix Area Contracting Officer. Review partial payments, negotiates modifications and change order as required.

Other duties may include, but is not limited to performing the full scope of acquisition cycle for negotiations, acquisition, administration, termination and contract closeout functions, however does not exercise contracting officer authority. This process includes transactions with tribal governments, tribal organizations, urban organizations, universities, hospitals, physicians, consultants and commercial firms when health services, equipment, supplies, and construction. Administering a number of complex types of contract instruments through formally advertised and negotiated acquisition procedures. These acquisition procedures include monitoring contractor progress and determining contract provision compliance. Initiates action where contract changes are required; negotiates contract adjustments, change orders or supplemental agreements; evaluates progress payment requests, contractor claims resulting from either change orders or differing site conditions and prepares final decision on behalf of the government. Required to perform some of the most difficult type of commercial acquisition and contracting functions especially in the areas that will influence the health delivery system. Prepares complex requests for personal services contracts, bids, requests for proposals, evaluate bids and proposals, determination of contractor responsibility,

appropriate findings and determinations required in the acquisition process. Responsible for coordinating the negotiating process with all interested parties, leading negotiation conferences as spokesperson and the preparation of summaries. Upon conclusion of final negotiations, prepare documents for committing funds. Performs periodic on site reviews. Prepares and processes contract terminations and negotiates equitable adjustments and other related functions.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection in qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service policy.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization

REASONABLE ACCOMMODATIONS: Reasonable accommodation will be made for qualified applications or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case - by - case basis. Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

SELECTIVE SERVICE CERTIFICATION: If you are male, born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

LEGAL AND REGULATORY REQUIREMENT: Candidates must meet time after competitive appointment, time-in-grade restrictions, and qualification requirements by the closing date of the vacancy announcement.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted only from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provision by indicating on their application, "Consideration under both MPP and ESEP".

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM THE DATE THE CERTIFICATE OF ELIGIBLE IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(b) (8).

VETERANS PREFERENCE - Preference eligible or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and

are encouraged to apply.

OPEN TO ALL U.S. CITIZENS: Applications will be accepted from U.S. citizens and will be evaluated under competitive OPM Delegated Examining Authority.

CONDITIONS OF EMPLOYMENT:

1. Full-Time Permanent Position.
2. IMMUNIZATION REQUIREMENT - In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubellas by providing documentation/proof of immunity to measles and rubellas prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individual who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.
3. Before hiring, the IHS will ask you to complete an "OF-306 Declaration for Federal Employment" (OF-306 Revised January 2001) to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed. This form must be submitted within 10 workdays of your tentative job offer. You may submit the completed OF-306 with your application.
4. This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the addendum to the Declaration for Federal employment.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: Whiteriver Indian Health Service, Division of Human Resources, 200 W. Hospital Drive, P.O. Box 860, Whiteriver, Arizona 85941. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 12:00 MIDNIGHT ON THE CLOSING DATE.** All applications become property of the Human Resources Office and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. TELEFAXED APPLICATIONS WILL BE ACCEPTED. We do not fax vacancy announcements. For further information or application forms contact the Human Resources Office at (928) 338-3559 or (928) 338-3558. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

FAXED APPLICATIONS: Faxed applications should be sent to (928) 338-3534. Applicants are responsible for ensuring that application materials transmit successfully. Vacancy Announcement Number must appear on front page.

INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee

in the competitive or excepted service who has received a RIF separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed, and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**

2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status). The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated "well-qualified."

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP). Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1.A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current of former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated * "well-qualified" for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

* Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well-qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES: Active duty applicants must SUBMIT a copy of current billet description, resumes or curriculum vitae. If not active duty but have applied for the Commissioned Corps, submit the same information as above (except billet description). NOTE: Commissioned Corps applicants claiming Indian preference will be evaluated by the Area Personnel Office against the applicable Preston standard or the Civil service standard, if not Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA-4432, as proof of Indian Preference and also proof of possession of the appropriate license.

HOW TO APPLY: Interested applicants must submit **ONE** of the following: 1) OF-612, Optional Application for Federal Employment, 2) Resume, or 3) any other written application format and any other necessary documentation pertinent to the position being advertised to the **OFFICE OF HUMAN RESOURCES, WHITERIVER INDIAN HOSPITAL, P.O. BOX 860, WHITERIVER, ARIZONA 85941-0860 by 12:00 midnight on the closing date.** For information or questions concerning this vacancy announcement contact Office of Human Resources at (928) 338-4911, ext. 3558/3559.

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HOW TO APPLY

Choose one of the following forms to apply for this job. Please submit one application or resume for each different job.		
Optional Application for Federal Employment (form number OF-612)	Application for Federal Employment (form number SF-171)	Resume or Other written application format

***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. Education will NOT be given credit without them.

WORK EXPERIENCE

Give the following for you're paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer=s name and address

Supervisor=s name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies,

leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
A. Current Billet description B. Most recent ACommissioned Officers Effectiveness Report@	Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432 Current IHS Headquarters employees	Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran	A. Notification of Personnel Action, SF-50 B. Most recent numerical performance rating

	<p>may state that proof of Indian preference is on file in the Official Personnel Folder</p> <p><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p>	<p>Preference, Form SF-15</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p>	<p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>
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VERIFICATION OF INDIAN PREFERENCE: Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY", that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent for is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVED FULL CREIDT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statement or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of suitability for Federal employment.

QUALIFICATION REQUIREMENT

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the HIS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP

applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

Candidates must have had experience as described above. The description of your work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements.

Basic Requirements for all grades: A 4-year course of study leading to a bachelor's degree with a major in any field;

OR At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Education: 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree or 1year equivalent to at least GS-9. Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1' 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants must meet the experience and/or education as follows:

GS-11

General Experience: None

Specialized Experience: 52 weeks of specialized experience equivalent to at least next lower grade level.

OR

Education: 3 full years of Graduate education or PhD.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least 52 weeks of service in a position no more than two grades lower than the position to be filled. Time-in-grade provisions do not apply under ESEP.

Evaluation Method: Evaluation will be made of experience, performance appraisals, training, and letters of commendation, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualification, provide a narrative statement of your background as it relates to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualification in each of the following:

Ranking KSA's

1. Knowledge of statutory laws and regulations pertaining to all aspects of commercial contracting and familiarity with program plans, market trends and availability of

all types of equipment and materials. In particular the Federal Acquisitions Regulations (FAR)

2. Knowledge of tribal organizations and relationships of tribal governments and health boards and Service Unit relationships
3. Knowledge of cost-reimbursement contracting, sealed bid and negotiated acquisition laws and procedures, P.L. 93-638 contract procedures, and Buy Indian procedures. Knowledge of performance based contracts, personal and new personal service contracts.
4. Knowledge of analytical and evaluation methodologies to select appropriate program evaluation strategies and criteria to determine compliance with the IHS, Area and Service Unit policies and objectives.
5. Ability to analyze contracting laws, procedures, and policies in order to provide advice and make decisions.
6. Ability to communicate effectively orally and in writing.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

THIS IS A SMOKE FREE FACILITY

WE DO ACCEPT FAXED APPLICATIONS

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVED FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statement or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of suitability for Federal employment.

ADDENDUM TO DECLARATION FOR FEDERAL EMPLOYMENT
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS
(Civil Service and Commissioned Corps Applicants)

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, require a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To ensure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

- 1) Have you ever been arrested for or charged with a crime involving a child: **[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]**

Yes _____ No _____

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against children? **[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]**

Yes _____ No _____

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

SIGNATURE (Sign in ink; do not print)

DATE SIGNED (month, day, year)

MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE